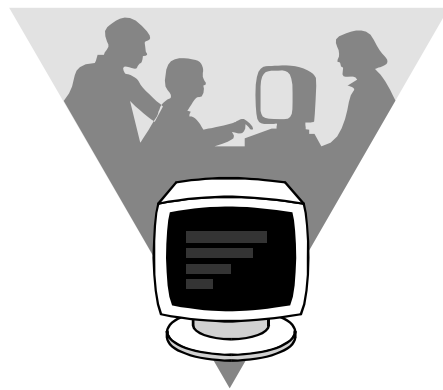


New Fingerprint Process - Live Scan Service



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For mentoring information, please call (800) 444-3066 (California Only)
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New Fingerprint Process - Live Scan Service

What is Live Scan?	Live Scan is a system which enables the electronic transfer of the fingerprint image data in combination with personal descriptor information to central site computers at the Department of Justice (DOJ) in a matter of seconds, instead of the days required to send hard copy fingerprint cards through the U.S. mail.
Results	Live Scan enables the DOJ to process the majority of electronic applicant fingerprint submissions in 72 hours or less. However, there are occasions when fingerprints are submitted via Live Scan that automatically revert, upon DOJ's receipt of the prints, to the manual system.
How does it work?	Once at the DOJ, the applicant-related information is processed electronically, including automated searches by name, date-of-birth, and the Automated Fingerprint Identification System (AFIS). If no prior record is found, the requesting agency will be notified. If the applicant is found to have a prior criminal record, the information is forwarded to the Applicant Response Unit. This unit reviews and compares the new, incoming application against the criminal record and determines the level of Criminal Offender Record Information (CORI) dissemination legally authorized.
Requirements	In order for mentor programs to process applicant fingerprint cards via Live Scan, they must already be authorized by DOJ to receive criminal history information.
Contact	To request BC11 8016 "Request for Live Scan Service" please call (916) 227-3834.
Cost	Organizations with proof of non-profit status are exempt from applicant fingerprint processing fees through the DOJ for employees and volunteers. However, each agency providing Live Scan Service may charge a nominal fee to roll the applicant's fingerprints.
Live Scan Locations	Live Scan devices are located throughout the state, including sheriff departments, school districts, and other community forums. For updated information please check the DOJ website at http://caag.state.ca.us/fingerprints/publications/contact.pdf . It is requested that mentor applicants call the desired Live Scan agency to determine if an appointment for fingerprinting is necessary.

Fingerprint Questions and Answers

1. Are school-based mentor programs exempt from the \$32.00 background check fee?

No. Only mentor programs with proof of nonprofit status are exempt from the applicant fingerprint processing fee. Please attach proof of nonprofit status to the Department of Justice (DOJ) form Request for Authorization to Receive State Summary Criminal History Information (BCII 8153 rev. 3/97)

2. What options do school-based or private-for-profit mentor programs have to curtail the background check fee?

1. Charge the \$32.00 fee to mentor applicant.
2. Link with a local nonprofit mentor program listed in the California Mentor Program Directory to assist in the background check.
3. Contact your local PTA, as they may be a nonprofit agency, which could be authorized to receive criminal history information from the DOJ.
4. Check with your local school district as they may be eligible to receive state mandated reimbursable costs (per Assembly Bill 1610, statutes 1997 chapter 588) associated with the requirements of the fingerprint processing.

3. How does my program link up with a local nonprofit to do fingerprint background checks?

Check the California Mentor Program Directory for a mentor program in your local area. Call the mentor program and see if they are interested in collaborating on background checks for potential mentor applicants. The nonprofit mentor program will be the agency identified by DOJ history information. The nonprofit program will, in turn, notify the school-based or profit organization of the applicant results to ensure that the applicant is clear to work with children. At no time will the school or profit organization view or handle criminal history information.

4. Where do I send the authorization form?

Please send all forms to:

Department of Justice
Bureau of Criminal Identification
P.O. Box 903417
Sacramento, CA 94203-4170

5. Once my program is authorized to receive criminal history information, what next?

The DOJ will notify the program of approved authorization. Afterwards, the program may begin submitting potential mentor applicant fingerprints directly to the DOJ using the FD258 fingerprint card, or programs may schedule an appointment with a local Live Scan Service agency who will forward the fingerprints to the DOJ.

6. One of our applicants has been fingerprinted several times for different agencies. Can't you just use those fingerprints?

No, each applicant must be fingerprinted again every time he or she applies with another agency for a license or job. Criminal history information provided to an agency is confidential and cannot be shared with any other agency unless authorized by law (Penal Code Section 11142). A violation of this section is a misdemeanor.

However, existing law authorizes school districts, in situations involving the employment of a person and multiple school districts, to agree among themselves to designate a single district to act on behalf of the participating districts within the county to submit fingerprints to the DOJ, receive and review criminal history information, and maintain common lists of persons eligible for employment.

7. Who do I call if I have additional questions regarding the fingerprint process?

Please call Rita Godbold at the DOJ at (916) 227-3838.